

# Community Planner

## *ABOUT OahuMPO*

The Oahu Metropolitan Planning Organization (OahuMPO) is a quasi-governmental agency that serves as the forum for cooperative transportation decision-making between the State, the City and County of Honolulu, and the Honolulu Authority for Rapid Transportation. OahuMPO assures compliance with a continuing, cooperative, and comprehensive (3-C) transportation planning process, and is responsible for developing various Federally-required planning studies and programs and other planning and project development activities to assist in addressing transportation issues on the island of Oahu. The OahuMPO establishes transportation goals, policies, and strategies, and determines what assets or facilities will receive Federal capital or operating assistance.

## *MAJOR DUTIES AND RESPONSIBILITIES*

This position serves as OahuMPO's public interface and customer service representative; provides staff support to the Citizen Advisory Committee, including working with the Chair to develop meeting agendas, developing informational materials, attending meetings, capturing audio recording of the meetings, taking notes, producing meeting minutes, answering questions from committee members, etc.; monitors OahuMPO public email account and answers inquiries or directs email to appropriate staff members; maintains OahuMPO website, including posting new materials, deleting outdated materials, routinely updating materials to keep it fresh, and working with website host to resolve technical issues; develops, monitors, and maintains other social media such as Facebook pages, Twitter accounts, etc.; develops, maintains, and ensures OahuMPO staff compliance with OahuMPO Public Participation Plan (PPP); monitors PPP performance measures and develops annual reports on performance target attainment; assists OahuMPO staff members on the development and execution of public input processes for various planning projects; monitors, reviews, and makes recommendations on new public input techniques, methodologies, policies, and procedures; receives public comments regarding various plans and documents and works with OahuMPO staff members to document disposition of those comments; develops, implements, and monitors OahuMPO Title VI and Environmental Justice (T6/EJ) policies and procedures and develops T6/EJ reports as required; represents OahuMPO at community meetings as needed; acquires and maintains various State procurement authorizations; procures, monitors, and assists planning consultants in the execution of various related studies and projects; other duties as assigned.

## *MINIMUM QUALIFICATION REQUIREMENTS*

- Bachelor's degree from an accredited University in urban planning, mass communications, or related field.
- Two years of experience in planning or public relations
- Extensive computer skills are required including Microsoft Word and Excel, as well as internet research abilities.
- Experience in the principles and practices of research and data collection.
- Strong written and verbal communication skills.
- Being comfortable speaking in public, including giving presentations to large groups.
- Positive attitude, helpful, and friendly, even in stressful situations.
- Ability to attend to details while keeping big-picture goals in mind.

- Ability to successfully juggle multiple priorities and demands.
- Self-motivated, and able to work independently to provide accurate, timely work products with little or no supervision.

#### ***THE IDEAL CANDIDATE WILL ALSO HAVE***

- Bi-Lingual or Multi-Lingual abilities, especially in Japanese, Mandarin, Korean, Tagalog or Ilocano.
- Experience in content management of a WordPress website.
- Knowledge of or experience in MPO planning practices and requirements.
- Creative problem-solving skills for practical problems.
- Ability to create graphic designs and visualizations of planning concepts is highly desirable.

#### ***SALARY AND BENEFITS***

- Salary range is \$48,000 - \$70,000 depending upon skills and experience.
- Retirement and healthcare benefits provided by the State of Hawaii.
- Generous leave policies and flexible scheduling.
- Aloha attire and casual dress every day.

#### ***STATUS***

This is a non-civil service position; full-time, 40 hours per week, salaried.

#### ***POSITION LOCATION***

OahuMPO, 707 Richards Street, Suite 200, Honolulu, Hawaii

#### ***POSITION CLOSES***

Open until filled

#### ***TO APPLY***

To be considered, applicants must submit a cover letter and resume to:

OahuMPO  
707 Richards Street, Suite 200  
Honolulu, Hawaii 96813

Or by email, to:

[oahumpo@oahumpo.org](mailto:oahumpo@oahumpo.org)

Resumes will be screened by a selection committee to choose who to interview. Desirable candidates will be asked to complete an application for the State of Hawaii, which will require proof of citizenship, background check, official documentation of education, etc.